

# *Guest Group Planning Guide*

## **Penn-York Camp**

### ***Welcome!***

Throughout the year Penn-York Camp is host to many groups using the facilities for retreats, meetings and special activities. We want to serve your group and say “**yes**” to your needs. Our goal is to help you make your retreat ‘the best ever’

The purpose of this guide is to send you information that will assist you in planning your group’s event. Our desire is to help you meet the goals and objectives that you have in mind for your group. We want your stay at Penn-York Camp to be enjoyable, relaxing and beneficial.

Thanks for expressing interest in Penn-York Camp. While reviewing the following information, please feel free to call the Camp Office with any questions. We invite you to schedule a tour of the facilities

**Penn-York Camp**  
**266 Northern Potter Rd**  
**Ulysses, PA 16948**  
**(814)-848-9811**  
**Fax: (814)-848-7471**  
**pennyork@pennyork.com**  
**www.pennyork.com**

#### **Who we are...**

Penn-York Camp is a nondenominational Christian Camp and Retreat Center. The Camp is owned the Penn-York Camp Association. This group of members consists of over 100 individuals sharing their resources to promote Christian Camping and retreat ministries for youth, adults, and families.

#### **What we are...**

Penn-York Camp and Retreat Center is the natural place for quiet getaways. We have just the right setting for students to learn and grow. Churches and organizations find a place for all sizes of retreats and plenty of activity space. Penn-York is inspirational, convenient, affordable, and more. It's a place where you can shift gears from the rat race to God's pace. Fresh air, trees, birds, and 150 acres of hills, fields, meadows, wildlife, a large pond all increase your awareness of creation and the Creator.

#### **Where we are...**

Penn-York Camp is located on a beautiful hilltop, 1 mile east of Ulysses, PA on State Route 49. We are 22 miles southeast of Wellsville, NY, 95 miles northwest of Williamsport, PA, and 75 miles west of Elmira, NY. Many from places like Rochester, Buffalo (NY) and from Erie, Lancaster, Pittsburgh (PA) have discovered that 'we are worth the trip.'

#### **Statement of Purpose**

The purpose of Penn-York Camp is to promote growth in Jesus Christ by meeting the spiritual, emotional, and physical needs of people in the outdoor setting.

#### **Statement of Faith**

We believe in the Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy, and the supreme authority in all matters of faith and conduct: The Triune God-Father, Son, and Holy Spirit; the deity of the Lord Jesus Christ, His substitutionary atonement for sin, visible return to earth to reign in righteousness and glory; the person of the Holy Spirit, and His work of conviction, regeneration, and sanctification, who indwells every believer, equipping them with gifts for service and witness, the necessity of new birth, in salvation by faith in Jesus Christ alone and importance of a life fully committed to the will of God in Christ; and the church as the one universal body of Christ who is the Head, called to be God's redeemed people.

\*\*Penn-York Camp reserves the right to decline facility rental. If in the sole judgment of Penn-York Camp the applicant's purpose, mission or statement of belief are not sufficiently compatible with the principles, precepts, or values of Penn-York Camp reservations will be denied. Penn-York Camp also reserves the right to decline facility rental or dismiss groups from the camp property if information should surface; that in the reasonable judgment of Penn-York Camp; demonstrate a group is inconsistent with the principles, precepts, or values of Penn-York Camp. If Penn-York Camp should decline facility rental there is no obligation on either part to enter a contractual agreement. Should a deposit have been received, or a group is asked to leave, the deposit is forfeited and a prorated payment is expected.

# Accommodations

**Retreat House Lower level:** four motel style rooms. Each has private bath, queen bed and bunk bed. **Upper Level:** has three bedrooms with queen beds, 2 rooms also have a bunk bed. A common bath, residential kitchen, and meeting/dining room with a wood stove are available. The Retreat House sleeps 26 persons in beds. Youth Groups may place additional mattresses on the floor if desired. This building is fully carpeted, attractively furnished, and has a warm atmosphere. Maximum capacity , 32.



**Duplex Cabins (Hardwoods)** Six individual cabins, sleeping nine persons in four bunk beds and one single bed. One building offers a meeting room that seats approximately 20 persons or will sleep an additional eight persons as overflow. Standard Capacity: 54  
Max. Overflow: 74



**Triplex Cabins (Pinewoods)** Two buildings contain six individual cabins, sleeping 60 persons in 30 bunk beds. There are two bath/showers in each room. The unique feature of these cabins is that they are designed to be subdivided into 12 family or couple units offering 4 or 6 bunks with a private bath in each. A large open meeting room (Dove) is available on the lower level. Standard Capacity: 60, Max. Overflow: 72



**\*\*\*Linens are not provided. Each person should bring their own bedding, towels and wash cloths. Sleeping bags are ideal.**

**Camping:** small group camping sties are available throughout the camps 150 acres. These walk in only sites allow groups the opportunity to experience the solitude and beauty of nature.

# Facilities and Recreation

## **Alpine Center**

This multipurpose building offers two volleyball courts or one volleyball court and one basketball court, stage, and an indoor challenge course . Built in 1997 it offers bathrooms, camp store, and a meeting room (Summit Room) with kitchen facilities for 40 persons.

## **Athletic Field**

Large level area with designated sites for; softball, soccer, tetherball, horseshoes, volleyball (one sand & one grass), four square, Frisbee golf and field events.

Please arrange with your host/hostess upon arrival for the equipment you need during your stay.

## **Audio/Visual Equipment**

We can supply your group with; VCR/TV ,overhead projector, projector screen, erasable marker board and full size keyboard with amp.

Please notify the camp office of your needs one week before arrival.

## **Campfires**

Campfires are permitted only at designated fire rings (see Camp map) and must be supervised by a responsible Guest Group adult. Please notify the Camp with your reservation if you are interested in a campfire during your stay.

## **Chaperons**

Youth groups must be chaperoned we recommend a ratio of 1:7. An adult chaperone must be in each sleeping quarter.

## **Challenge Course**

This activity is a series of individual and group challenges that require a combination of teamwork and individual commitment. This is an excellent activity to increase group problem solving, cooperation, trust, and confidence. The outdoor course includes over 15 low elements and eight high elements with a 40' climbing tower and 400' zip line.

The Alpine Center houses an indoor challenge course with high and low elements including two rock-climbing walls. Because all groups must be led by trained Penn-York camp staff there is an additional fee for Challenge Course activities. Contact the Camp office for more information and rates.

## **Facility Care**

Penn-York camp provides well-maintained facilities. Damages beyond normal "wear and tear" are charged to the guest group.

## **First Aid/Medications**

All guest groups must supply their own first aid kits. Please bring any medications your group may need with your first aid kit.

## **Fellowship Hall**

[Located in the Main Lodge, first floor]. Enjoy a blazing fire in the stone fireplace and a variety of indoor activities in the Game Room:ping pong, pool, foosball and a variety of board games are available.

## **Food Service**

Your experience at Penn-York is enhanced by delicious, home-style food served in the Dining Hall. Meals are served buffet style with second helpings encouraged. We ask parents to help children select an appropriate serving of food while in line. **Normal serving times are; Breakfast- 8:30 AM, Lunch- 12:30 PM, Dinner- 5:30 PM.**

Meal packages include your choice of three or five meals. Sunday noon meal is considered a dinner meal. Please notify us before arrival of anyone requiring special dietary needs during your stay. Groups of 40 or less may prepare their own meals in the Retreat House or Alpine Center kitchen. You may reserve this space with your initial reservation. Time for prayer is given before all meals. We ask that a person from your group lead this prayer time. Before your meal the kitchen staff will introduce themselves and explain Dining Room procedures.

**Snacks:** During your stay the Camp Store will be opened. Please arrange a convenient time with your host/hostess upon arrival. A Pepsi machine is available. Please have your group bring change as a change machine is unavailable.

## **Indoor Recreation**

*Fellowship Hall:* Foosball, pool table, ping pong, board games

*Alpine Center:* Volleyball, Basketball, Indoor Rock Climbing and Challenge Course  
Parents, children 10 and under must be supervised by a mature person over the age of 18 while in the Fellowship Hall.

## **Outdoor Recreation**

**Boating** available: eight canoes, two paddle boats, two splash boats, one rowboat. Flotation devices are provided and must be worn by all participants. Boating activities are to be supervised by mature adult individuals who are prepared to respond to an aquatic emergency. **NOTE:** All boats and equipment are to be locked when not in use. See your host/hostess for the lock combination. Pond- Approx. 150' x 400'  
Fishing is allowed. Please provide your own poles and bait. Fish should be returned to the pond unless being used for dinner.

**Hiking/Cross-Country Skiing** Trails are available on level to gently rolling camp property. Approx. 12 pairs of skis are available.

**Ice-skating** is allowed **when conditions permit**. Please check with a host/hostess before going on the ice. A limited number of skates are available. Guests are encouraged to bring their own skates.

**Heated Swimming Pool** 25' x 50' in-ground. The camp pool is open between Memorial Day and Labor Day when a lifeguard is available to be on duty. Please call camp for more details.

## **Tubing/Sledding-200' hill**

Approx. 10 tubes of various sizes are available for winter fun along with a few plastic sleds. A bonfire and pole light is available for night sessions. Metal sleds and snowboards are not permitted.

### **Simultaneous Groups**

We offer a variety of recreational facilities. Multiple groups can be easily accommodated. To meet the individual needs of each group two weeks before your arrival, we will furnish you with a scheduling request divided into 90 minute time blocks . Please, feel free to call the camp with any questions. Your requests may need to be adjusted to meet the needs of all our guests. The office staff will make these adjustments before your arrival. Your cooperation is greatly appreciated.

### **Special Needs**

We want to serve the needs of your participants. Whether physical or dietary, please notify the Camp when making your reservation. We have wheelchair accessible accommodations. Dietary needs are handled individually.

### **Telephone**

We provide a phone in the Lower Main Lodge for guest use. All long distance calls must be made by credit card or prepaid phone card.

Emergency calls can be made to your host whose number will be posted near the phone.

### **Helpful Planning Tips**

A well-planned retreat includes consideration of the following:

- ✓ Determine your reasons for having a retreat.
- ✓ Set specific goals, Write these out and share with members of the planning team. This enables everyone to share the vision.
- ✓ Update goals as planning develops.
- ✓ Establish 2-3 possible dates.
- ✓ Call Penn-York Camp for availability.
- ✓ More information at the end of planning guide.

### **Guidelines for Camp Life**

1. Please keep noise level to a minimum. We ask that you enjoy your radios, tape players, and CD players in your room. Please remember someone will be resting next door.
2. Smoking is not permitted in any building at Camp. If you find it necessary to smoke while at Camp, contact your host and they can supply a bucket for you to dispose of the butts and ashes at an outside location.
3. Do not bring alcoholic beverages, illegal drugs, fireworks, or firearms to Penn-York Camp.
4. Please do not bring your pets to Camp.
5. Please bring modest, comfortable, informal clothing to wear at Camp. We request that shirt and shoes be worn at all times.
6. Please bring your own bedding and towels.
7. Quiet time begins at 11:00 P.M. In respect of other guests and our neighbors, please be considerate of your group noise level from 11:00 P.M. through 7:00 A.M.
8. A telephone for guest use is located in the lower level of the Main Lodge. The phone may be used for emergency, 800, and credit card calls.
9. Our staff residence is behind the Main Lodge. Please ask your group to respect their privacy by avoiding this area.
10. Please do not block the driveway from the Retreat House to the staff house.
11. Enjoy the flowers, animals, and plants but, please leave them where God planted them.
12. We invite you to enjoy campfires in designated circles only. Please designate a person from your group to supervise the fire site.
13. Please do not bring off-road motorized vehicles to camp.
14. Our goal at Penn-York Camp is to provide you with a safe, neat, and clean environment. Please leave the grounds and buildings in the condition you received them. If excessive cleaning is required due to shaving cream fights, discharging fire extinguishers, etc., a clean-up fee will be billed to your group. Replacement of damaged property will be the responsibility of the guest group.

## **Reservations**

- ✓ Tentative reservations are made by calling the camp office. Your contract will be mailed within two days of your reservation. Your retreat dates are held for two weeks from the date the contract is mailed.
- ✓ Upon receipt of the contract, please fill out all requested information and return with proper deposit promptly. If contracts and deposits are not received during the tentative reservation period (two weeks), Camp is free to release those dates to another group.
- ✓ Penn-York Camp will return a copy of the contract to you. Your reservation is now complete.

## **Deposit Refund & Cancellation Policy**

If your organization is unable to pay the full deposit amount you may contact the Camp office about a payment plan. All deposit money must be received at least three months before your reservation date. In case of cancellation six months before scheduled retreat, deposit will be refunded in full less \$35.00 administration fee. All other cancellations forfeit deposit. In the event your retreat size decreases by more than 20% of your estimated attendance, your group will lose deposit paid for those who do not attend and pay the appropriate group rate for the number of participants attending.

## **Re-Booking**

You have opportunity to reserve the same dates from year to year. To choose this option, you will have two weeks from the date of your retreat to reserve the same time the next year.

## **Year Round Camp Staff**

Aaron and Joanna Clark  
Web-design and office

Shary Hauber  
Head Cook

Alvin Miller  
Caretaker

Don Miller  
Maintenance

Roscoe Snell  
Administrator

Marlin Schrock  
Challenge Course, maintenance,  
housekeeping

Melissa and Amanda Ternes  
Housekeeping